

## EDITED KSAPC LISTING

**CLASSIFICATION:**    **Electronics Technician, Correctional Facility**

**NOTE:** *Each position within this classification may perform some or all of these KSAPCs.*

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of electronic theory and electrical practices to ensure proper diagnostic and testing of electronic systems.
K2.	Comprehensive knowledge of repairing, installing, testing, operating, programming, troubleshooting, and maintaining fire alarm systems, close circuit television, Master Antenna Television, alarm systems, public address, intercom systems, access control systems, metal detectors, nurse call, and telephone equipment to ensure proper functionality and longevity of electronic equipment for the purposes of safety and security of the institution/facility, staff, inmates, youthful offenders, and the public.
K3.	Comprehensive knowledge of the use of precise electronic testing, and measuring instruments used in repairing, installing, adjusting, testing, operating, and maintaining electronic and related equipment to ensure proper functionality and longevity of electronic equipment for the purposes of safety and security of the institution/facility, staff, inmates, youthful offenders, and the public.
K4.	Comprehensive knowledge of the use of computers used in repairing, installing, adjusting, testing, operating, and maintaining electronic and related equipment to ensure proper functionality and longevity of electronic equipment for the purposes of safety and security of the institution/facility, staff, inmates, youthful offenders, and the public.
K5.	Comprehensive knowledge of safety precautions (e.g., lock out tag out procedures, confined space procedures, hazardous material procedures, etc. ) to be observed in repairing, installing, adjusting, testing, operating, and maintaining electronic equipment to ensure proper functionality and longevity of electronic equipment for the purposes of safety and security of the institution/facility, staff, inmates, youthful offenders, and the public.
K6.	Comprehensive knowledge of power equipment, power tools, basic hand tools, specialty hand tools, ladders and related equipment to ensure proper functionality and longevity of electronic equipment for the purposes of safety and security of the institution/facility, staff, inmates, youthful offenders, and the public.
K7.	Basic knowledge of the National Fire Protection Association, and the National Electric Code, to ensure proper functionality and longevity of fire alarm systems for the purposes of safety and security of the institution/facility, staff, inmates, youthful offenders, and the public.
K8.	Basic knowledge of electronic materials, parts, wiring, and components to ensure proper functionality and longevity of electronic systems for the purposes of safety and security of the institution/facility, staff, inmates, youthful offenders, and the public.

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KSAPC Statements	
<b>Ability to:</b>	
A1.	Communicate effectively at a level required for successful job performance.
A2.	Read and interpret electrical and electronic schematic diagrams and technical manuals effectively to troubleshoot, operate, install, repair, maintain, adjust, test, and program electronic equipment.
A3.	Estimate cost of repairs accurately to obtain quotes and complete bid forms for the purpose of purchasing adequate materials, parts, and supplies.
A4.	Maintain records accurately to ensure preventive maintenance and proper functioning of electronic systems requirements are met.
A5.	Generate reports effectively to provide accurate information for the appropriate management.
A6.	Analyze situations accurately in order to take the appropriate actions following departmental policies and procedures to ensure a safe and secure work environment.
A7.	<b>Effectively coordinate, plan, and work with other skilled craftspeople and semi-skilled workers, inmates/youthful offenders, to service and repair electronic equipment.</b>
A8.	<b>Remain calm and focused on tasks while working in an environment of excessive noise, high-voltage electricity, high pressure steam, chemicals, extreme temperatures, confined spaces, and elevated heights in order to safely and properly maintain the physical plant.</b>
A9.	<b>Supervise the conduct of inmates/youthful offenders and take appropriate action to maintain order and protect personal, state property, and the public.</b>
A10.	<b>Maintain interpersonal relationships by being courteous and professional in dealing with inmates/youthful offenders, staff and the public to gain the cooperation necessary to maintain the physical plant, and to provide an orderly, safe and secure work environment.</b>
A11.	<b>Operate computer systems to efficiently and effectively complete assigned duties/tasks.</b>
A12.	<b>Train and instruct institution/facility staff on various types of new and existing electronic systems effectively.</b>
A13.	<b>Perform work on ladders/lifts to efficiently and effectively complete assigned duties/tasks.</b>

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KSAPC Statements	
<b>Skill to:</b>	
S1.	Repair, troubleshoot, and maintain electronic and telecommunication equipment such as telephones, Closed Circuit Television (CCTV) equipment, fire alarm, etc. to ensure precise operation of electronic and telecommunication devices.
S2.	<b>Use specialized manual hand tools (e.g., solder iron, crimpers, wire cutters, etc.) associated with the repair or installation of electronic devices to ensure proper operation of the electronic systems.</b>
S3.	<b>Use specialized power tools (e.g., rotary hammer, right angle drill motor, etc.) associated with the repair or installation of electronic devices to ensure proper operation of the electronic systems.</b>
S4.	Operate computers, oscilloscopes, multi-meters, etc. to ensure precise operation of electronic and telecommunication devices.
S5.	Connect cable fittings on various types of cables (e.g., audio cables, coaxial, CAT5 and CAT6, etc.) appropriately to ensure proper connections.
S6.	<b>Splice various types of wires/cables (e.g., audio cables, coaxial, CAT5 and CAT6, etc.) appropriately to ensure proper connections.</b>

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KSAPC Statements	
<b><i>Special Physical Characteristics:</i></b>	
PHC1.	Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.